

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF GREENVILLE IS AT-WILL.**

## CITY OF GREENVILLE

POLICY NO: HR-5

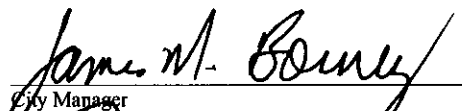
DATE: December 3, 2007

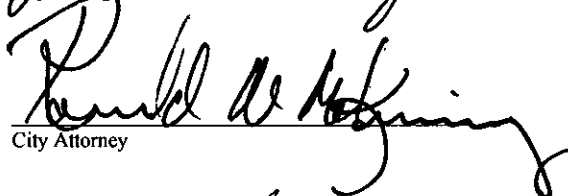
SUBJECT:      Employment Terms

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APPROVALS:

  
City Manager

  
City Attorney

  
Human Resource Director

I. **Purpose**

The purpose of this policy is to establish the at-will basis of all City employment and the terms of employment and termination, including probationary periods, termination procedures, and performance appraisal.

II. **Scope**

This policy applies to all classified employees of the City of Greenville

III. **Policy**

It is the policy of the City of Greenville to ensure an at-will workforce of competent employees, with effective skills, work habits, and interpersonal relationships by requiring appropriate probationary periods for all positions during which time such attributes may be observed and assessed. Since positive work relationships and work environment are important to the City's ends, it is also the City's policy to ensure that involuntary (City-initiated) terminations are carefully reviewed and approved prior to implementation, and that voluntary (employee-initiated) terminations are carefully reviewed for organization development opportunities.

IV. **Procedures**

- A. **At-will Employment** - Nothing in this Human Resource Policies and Procedures Manual or in any of the City's personnel policies or procedures shall be deemed to constitute a contract of employment. All classified employees of the City are employees-at-will who may quit at any time for any or no reason, with or without notice, and who may be terminated at any time for any lawful reason, or no reason, with or without notice.
- B. **Probationary Period** - Probationary periods will be established based in part on training required for the position as determined by the department head and the Human Resource Director. All City employees will serve probationary periods, to begin their employment, as follows:
  - 1. Regular Employees: A minimum 6-month probation beginning on the employment date. Some regular employees may serve probationary periods up to 12 months where positions require extended training, as deemed necessary by the department head and Human Resource Director. New employees should be advised of the probation periods for their positions at the time of their employment offers. The probationary period will be extended for any time period of absence during the probationary period.

2. Uniformed Fire Employees: The probationary period for uniformed Fire employees will be 1 year beginning the first day of employment. The employee's performance will be observed and monitored during the probationary period with written progress reports to be given at three (3) month intervals.
3. Police Recruits/Sworn Officers: The probationary period for police officers will begin upon their hiring and will continue for a period of 12 months following their swearing in as an officer. The employee's performance will be observed and monitored during the probationary period with written progress reports to be given at three (3) month intervals.

The probationary period for any City employee may be extended up to three (3) additional months by providing written notice to the employee. Any such extension must be coordinated with the Human Resource Director prior to being delivered to the employee. Extensions will be granted in those cases where the supervisor feels the employee's performance requires further evaluation and there is a good probability of success if the period is extended

With the exception of sworn officers in the Police Department, employees who have passed their original probationary employment periods do not serve additional probationary periods with subsequent promotions; they are expected to meet the requirements of their new positions; they retain no "bump-back" rights to former jobs.

C. Involuntary Termination Procedures

1. Employees may be terminated at any time during the probationary period when it is deemed that the job responsibilities cannot be appropriately fulfilled by the employee. Employees who are terminated during probation do not have recourse to the peer review process.
2. Prior to any post-probationary period termination, the department head must consult with the Human Resource Director as to the appropriate course of action, and to arrange for the termination in accordance with these termination procedures
3. An employee may not be terminated for any reason (including probation) without the prior concurrence of the Human Resource Director and the department head of the employing department, subject to review and consultation with the City Attorney. Under some circumstances, at the discretion of the Human Resource Director, the City Manager may be solicited for concurrence with the requested termination prior to terminating the employee. Department heads should contact the Human Resource Director to discuss the termination request. The Human

Resource Director will be responsible for obtaining the approvals of all employees who must concur prior to a termination.

4. *Terminations - Defined*

- (a) **Termination for Cause:** This is a termination warranted by the willful or negligent failure of the employee to properly comply with the performance requirements, or ethical standards of the job, or with policies or other provisions set forth as normal expectations of conduct in the workplace, or when representing the workplace.
- (b) **Probationary Termination:** Termination for failure to fulfill the performance expectations for the assigned position/job during the probationary period.
- (c) **Termination Without Cause:** Termination of employment for reasons *other than* willful or negligent failure to perform the duties of the job or position, or specific violations of workplace standards, ethics, or policies. Two examples are *job elimination*, and *sheer inability to learn* and master job training requirements. Termination without cause can also be referred to as "termination without prejudice."
- (d) **At Will Termination:** Termination for any lawful reason, or no reason, with or without notice, purely at the sole discretion of the employer, or the employee.

D. Voluntary Termination Procedures/Exit Interviews:

When an employee decides to leave employment with the City voluntarily, there is the possibility that somehow the organization has failed to meet the employee's needs and that improvements could be made to prevent such terminations in the future. It is important, therefore, that *all voluntarily terminating employees be scheduled with Human Resources for an Exit Interview* to capture data that may be useful in initiating such improvements. Employees should be asked to complete an "Exit Interview Questionnaire", (See Exhibit A attached) and bring it with them to the Exit Interview. Exit Interviews may be extended to involuntarily terminated employees, as well, to let them vent; however, since Human Resources participates in all involuntary termination decisions, the City's view of the issues is known and the employees' complaints can be evaluated as to whether they merit the appeal and/or peer review process.

E. Performance Appraisals:

Documented performance appraisals are required for all full-time employees and for all permanent part-time employees averaging at least 1040 hours or more per year. These appraisals will be completed at

the end of an employee's first year of employment, and on October 1<sup>st</sup> of each year thereafter.

Documented appraisals must be submitted to the Human Resource Department and will become a part of the employee's official personnel file.

The Human Resource Department will advise department heads/managers of annual performance appraisal due dates in a timely manner. Departments are expected to track the due dates for performance appraisals on new employees.

Performance merit increases in compensation are directly linked to annual performance appraisal scores and are determined by multiplying the performance-merit-increase percentage times the employee's current base pay. Employees already at the maximum salary of their pay ranges will be given merit increases in lump-sum payments; there will be no increase in base pay that would put an employee's salary above the maximum of the pay range. When the ranges are adjusted upward, such employees again become eligible to receive merit increases in base pay, until their base salaries again reach the new range maximums.

The City does not give pay increases at the completion of the six-month probationary period.

**EXIT INTERVIEW QUESTIONNAIRE**

DATE: \_\_\_\_\_

EXIT INTERVIEWER: \_\_\_\_\_

Please help us make the City of Greenville a better place to work by completing the following questionnaire and bringing it with you to your exit interview in the Human Resource Department, basement of City Hall. Be assured that your responses to this questionnaire and any information you divulge in the exit interview will be treated with utmost discretion and will not affect your future references or prospects for reemployment with the City.

EMPLOYEE NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DATE LEFT: \_\_\_\_\_

\_\_ PRIMARY REASON FOR LEAVING:

**Please check:**Leaving Voluntarily ☐Leaving Involuntarily ☐Do you have another job? Yes ☐ No ☐Does it pay more? Yes ☐ No ☐Are the benefits better? Yes ☐ No ☐**At the City of Greenville...**Did you like your job? Yes ☐ No ☐Did you understand what was  
required when you accepted it? Yes ☐ No ☐Do you believe your supervisor/manager  
treated you fairly? Yes ☐ No ☐Did you have any major disagreements  
with your supervisor or manager? Yes ☐ No ☐Do you believe you had the necessary  
tools & equipment to do your job? Yes ☐ No ☐Did you believe you got along well  
with your coworkers? Yes ☐ No ☐Were you given the proper training? Yes ☐ No ☐Do you believe you was ever unlawfully  
discriminated against or sexually  
harassed? Yes ☐ No ☐

Was proper attention given to your

safety and health on the job?

Yes ☐

No ☐

Did you observe any tolerated illegal

or unethical work practices?

Yes ☐

No ☐

On a scale of one (1) to ten (10), with one(1) being "Dissatisfied" and ten (10) being "Satisfied", **How satisfied were you with...**

*Dissatisfied*

*Satisfied*

Your Job Duties:	1	2	3	4	5	6	7	8	9	10
Your Pay:	1	2	3	4	5	6	7	8	9	10
Your Benefits:	1	2	3	4	5	6	7	8	9	10
Your Supervisor:	1	2	3	4	5	6	7	8	9	10
Your Performance Appraisals:	1	2	3	4	5	6	7	8	9	10
Your middle management:	1	2	3	4	5	6	7	8	9	10
Your Department Head:	1	2	3	4	5	6	7	8	9	10
Your Co-workers:	1	2	3	4	5	6	7	8	9	10
Human Resource Staff:	1	2	3	4	5	6	7	8	9	10
H.R. Policies & Procedures:	1	2	3	4	5	6	7	8	9	10
Safety Practices & Equipment:	1	2	3	4	5	6	7	8	9	10
Hours & Working conditions:	1	2	3	4	5	6	7	8	9	10
Training you received on job:	1	2	3	4	5	6	7	8	9	10
Other training opportunities:	1	2	3	4	5	6	7	8	9	10
Opportunity for advancement:	1	2	3	4	5	6	7	8	9	10
Opportunity to make an impact:	1	2	3	4	5	6	7	8	9	10
Recognition for your good work:	1	2	3	4	5	6	7	8	9	10

What suggestions would you make to improve the City of Greenville as a place to work? (Attach separate paper if needed):